

## EMPLOYMENT OPPORTUNITY

The Roseville Public Library (MI) is seeking qualified applicants for the following position:

- POSITION:** Circulation Clerk - Part-time
- JOB DUTIES:** Works primarily assisting the public at the circulation desk with some additional clerical responsibilities including shelving materials.
- HOURS:** 20 - 24 hours per week – may include mornings, afternoons, evenings and Saturdays (the library is currently closed on Saturdays but may reopen Saturdays in the future).
- RATE OF PAY:** \$10.25/hr. – NO BENEFITS
- JOB REQUIREMENTS:** High School Diploma plus experience using Microsoft Office, the Internet and Email. See the job description for more detail.
- RESUME AND COVERLETTER TO:** **City of Roseville**  
**Human Resources Department**  
29777 Gratiot  
Roseville, MI 48066  
Or via email: [vgreen@roseville-mi.gov](mailto:vgreen@roseville-mi.gov)  
Or via fax: 586-445-5402
- TIMELINE:** Deadline for resumes and cover letters for this internal posting is July 20, 2016.

THE CITY DOES NOT DISCRIMINATE.

CITY OF ROSEVILLE  
ROSEVILLE PUBLIC LIBRARY  
CIRCULATION CLERK JOB DESCRIPTION

**JOB TITLE: Circulation Clerk, Part-Time**

REPORTS TO: Director

**SUMMARY**

Under the direct supervision of the Head of Circulation, the individual works primarily at the Circulation Desk. The individual must have excellent customer service skills and feel comfortable using technology. The position includes a variety of morning, afternoon and evening shifts and, potentially, Saturday hours.

**PRINCIPLE DUTIES AND RESPONSIBILITIES**

*(An \* denotes duties or responsibilities judged to be "essential functions" in terms of the Americans with Disabilities Act or ADA).*

- Assist patrons at the circulation desk.\*
- Use Microsoft Office including Excel, Workflows Integrated Library System (ILS), email and other software and hardware as required.\*
- Charge and discharge materials.\*
- Collect money for bills, fines, printing and more using a cash register, credit/debit card reader and ILS software.\*
- Register and renew library cards.\*
- Answer and make telephone calls.\*
- Search and process reports\*.
- File alphabetically and numerically.\*
- Organize supplies and clean the work area.
- Process new materials and update processing on existing materials.\*
- Repair materials.
- Sort mail, photocopy materials, make bulletin board displays, post announcements.\*
- Shelve materials, shelf read and keep the materials shelves in good order.\*

**PHYSICAL DEMANDS**

The job requires moderate physical exertion characterized by activities such as sitting or standing in one position, viewing a computer screen for long periods and using hands and fingers in activities requiring coordination or dexterity. The job also requires the physical strength and dexterity to handle materials and boxes up to 50 pounds in weight, transport loaded materials carts and bend and lift arms over head.

**The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.**

### **REQUIRED QUALIFICATIONS**

Education: A high school diploma or the equivalent.

Experience: Experience working with the public.

Other Knowledge, Skills and Abilities: Must have excellent oral and written communication skills, excellent customer service skills, willingness to work as part of a team, ability to work under pressure, familiarity with computers and software applications including the Internet, email and Microsoft Office, must be dependable and punctual. Must be able to work additional shifts as needed.

### **OTHER QUALIFICATIONS**

Experience using the Sirsi Workflows ILS and experience working with the public in a public library setting is desired.

*The qualifications listed above are guidelines for selection purposes.*